

Governors Exempt Appointment

The California Department of Public Health (CDPH) is currently recruiting for the Deputy Director, Center for Health Care Quality.

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in the public servants.

CLASSIFICATION:	Deputy Director, Center for Health Care Quality
JOB LOCATION:	Sacramento, California
FINAL FILING DATE:	February 21, 2014

Position Description

The California Department of Public Health (CDPH) is dedicated to optimizing the health and well-being of the people in California. CDPH achieves its mission through the following Core Activities:

Promoting healthy lifestyles for individuals and families in their communities and workplaces.

Preventing disease, disability, and premature death and reducing or eliminating health disparities.

Protecting the public from unhealthy and unsafe environments.

Providing or ensuring access to quality, population-based health services.

Preparing for and responding to public health emergencies.

Producing and disseminating data to inform and evaluate public health status, strategies and programs.

Under the general direction of the Chief Deputy Director of Policy and Programs, the Deputy Director, Center for Health Care Quality (CHCQ), is responsible for developing, implementing, and enforcing programs to protect patient health and safety and ensuring quality health care for patients, clients and residents in health facilities. The incumbent is also responsible for ensuring the quality of healthcare staff and professionals who work in health facilities through licensing,

examination, inspection, education, and proficiency testing. The Deputy Director oversees two highly critical programs within CHCQ, the Division of Licensing and Certification and the Division of Lab Field Services. The incumbent advises the Director, CDPH, on policy issues which impact these divisions as well as the Health Care Associate Infection Section and recommends policies and procedures involving the programs.

CHCQ is responsible for regulatory oversight of statewide health facilities, health professionals, and laboratories to secure safe, effective, and quality health care for all Californians. The Deputy Director, CHCQ, is responsible for the overall coordination and direction of health care delivery, quality of care, and patient safety for vulnerable individuals in nursing homes and patients seeking health care services at acute care hospitals, emergency departments and clinics.

The Deputy Director plays a significant and vital role in making highly sensitive programmatic decisions and is responsible for: the management and policy development of the license fee methodology and the fee collection criteria; the review of federal regulations, state and federal statutory mandates and federal directives; the interpretation and policy decision-making based upon regulatory controls in relation to hospital, long-term care facilities, clinics; and the administrative and support functions required to promote consistent and effective application of mandates and directives in order to ensure the protection and safety of California's population and the CHCQ's resource allocation.

Since Licensing and Certification and Lab Field Services fulfill both Federal and State licensing and certification requirements, the programs require continual coordination with other Federal and State agencies. The incumbent represents the program with various State agencies, including the Department of Finance, legislative bodies (both state and federal), the Health and Human Services Agency, and the general public. The incumbent will represent this highly visible program before legislative hearings and must frequently respond to press inquiries and interviews.

This position fills a critical role in protecting patient safety and is responsible for establishing policy which enforces licensure programs to ensure quality health care for residents in the licensed public/private health facilities and guarantees the confidentiality of patient medical records.

Candidates must have the ability to navigate the legislative and regulatory processes, collaborate with industry stakeholders and partners and perform high-level administrative and policy influencing functions effectively. Such overall ability requires possession of specific knowledge and abilities listed below. These knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal and personnel management. (Experience may have been paid or volunteer, and may have been in State service, other government setting, or in a private organization.)

Qualifications

- Ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.
- Ability to inspire program staff to develop shared program values and goals.
- Ability to apply consistent and fair application of statutes and regulations.
- Ability to administer a regulatory program that protects California's population.
- Possesses a professional compass composed of clear principles to balance between literal adherence to rules and the use of policy as a guide.
- Ability to effectively communicate with department and agency officials and keep them apprised of significant issues or concerns.
- Ability to make decisions that will not be well-received by all on the strength of personal and professional convictions.
- Ability to plan, organize, and direct the work of others.

Desirable Characteristics

Creativity and Innovation - Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department. Has an awareness of the Department's critical issues, anticipates and influences the future.

Credibility and Integrity - Understands internal and external customers. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication - Has a clear expression of ideas, thoughts and expectations and is an active listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve.

All interested applicants must file a resume and a Statement of Qualifications. All resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics.

Each applicant for this examination must complete and submit his/her responses to all eight supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without responses to the supplemental items will be rejected.

When responding to the supplemental items, applicants must follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

STATEMENT OF QUALIFICATIONS

In addition to a resume, all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership ability, including techniques of organizing and motivating groups and/or employees.
2. Describe your experience dealing effectively with a variety of individuals, organizations, state agencies, and local governments.
3. Describe your knowledge of the principles and practices of public administration, organization, and management. Include in your response experience in developing programs that serve diverse communities.
4. Describe your knowledge of, and experience with, the California legislative and budgetary processes, State control agencies, and other governmental entities that are necessary for effective program implementation.
5. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.

6. Describe your working knowledge of, and experience with, planning, developing, and implementing policies and procedures impacting patient health and safety, health care facility management practices and patient confidentiality protection.
7. Describe your experience that relates to your ability to apply consistent and fair application of statutes and regulations.
8. Describe your experience interacting with the leadership of health care providers, California's community organizations, professional associations, counties, and community health based programs.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date, will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- Resume or curriculum vitae.
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the eight critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources Branch
P.O. Box 997378, MS 1700-1702, Sacramento, CA 95899-7378
Patti Landaker | (916) 552-9369 | Patti.Landaker@cdph.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Public Health, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Patti Landaker at Patti.Landaker@cdph.ca.gov or at (916) 552-9369.